VAL | VIRGINIA ABC LICENSING

Pay a Civil Fine or Penalty

Virginia Alcoholic Beverage Control Authority

NOTE: Screen shots can be accessed by clicking the links in the instructions.
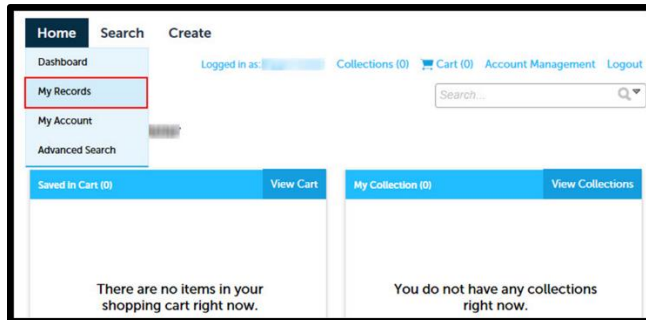
INSTRUCTIONS

For optimal performance when using the VAL system, we recommend Google Chrome or Microsoft Edge. Please know that VAL is not compatible with Safari or mobile devices.

1. Log in to Account Central, then the Licensing system will be displayed.

2. Click Home>My Records in the top left navigation. A list of all records displays.

3. Click Pay Fees Due beside the record you owe fees on.

4. Review Pay Fees page then click **Check Out.**

5. Click **Checkout** on the Cart page.

6. Click **Proceed with Payment** on the Payment page.

7. Enter Payment then click **Submit Payment. Receipt/Record issuance** page loads.

END OF WRITTEN INSTRUCTIONS

SCREEN HELP

My Records

Select Pay Fees Due

Verify the amount, click check out and add the fees to the cart.

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 Confirm the fee(s) has been added to your Cart and click Checkout.

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